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DIVISION OF HVAC

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TO: All Master HVAC Contractors

FORM: Tim House, Acting Director
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RE: Permits and Inspections

As all of you should know Senate Bill 10 HVAC Permitting and Inspection bill requires inspections on all “initial” installations starting January 1 2011. Enclosed you will find the booklet we have printed to assist you with the current laws and regulations in regards to HVAC. You will also find various checklists that pertain to HVAC installations as the code applies. Our inspectors feel that the items within this booklet will assist in meeting code compliance for the upcoming permit and inspections. We are sending these booklets out to all masters and then will follow up by sending them to all licensed journeyman. We understand that due to the cost of the currently enforced code books that it is not financially possible for these code books to be in possession of *all* journeymen, so we hope that the provided booklets may be used as a quick reference. These guidelines are just that, guidelines and do not in any way replace the code in its entirety. You will also find enclosed a map listing the inspectors and their supervisors along with cell phone numbers so that you may contact these inspectors for permits, inspections or any general questions you may have.

Our inspectors will have offices located throughout the state however due to the extended amount of time that lease contracts take we are unable to provide you with the addresses at this time. Our inspectors and field supervisors will be able to accommodate you during this transition by contacting them on their cell phones. We expect to have 19 of our offices by January 1 with another 19 by February 1 and our online permitting program will most likely be available to you in February as well.

We encourage you to search our webpage at <http://dhbc.ky.gov/hvac/> we feel that you will find other useful information there. We will be sending updates to you after the first of the year and would like to start collecting email addresses for those that are interested in receiving updates via email versus by regular mail. If you wish to add your email address please send an email with “email me” in the subject line to hvac@ky.gov and we will add you to our contractor list.

If you have any questions feel free to contact our inspectors or our office.

